

Accounting Technician



Job Code: 1531
Grade: 122
Reports to: Comptroller
Salary Range: \$36,557 - \$55,975
FLSA Status: Non-Exempt

GENERAL STATEMENT OF DUTIES

Performs bookkeeping and clerical work of more than ordinary difficulty and responsibility in maintaining and/or preparing fiscal or related records; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS

An employee in this classification exercises some degree of initiative and judgment in carrying out established City and departmental procedures. Work is performed under general supervision.

ESSENTIAL FUNCTIONS

Performing routine bookkeeping and clerical work; performing basic accounts payable, accounts receivable, cash receipts, purchasing, and/or general accounting work; assisting with various financial transactions, records preparation, and maintenance.

EXAMPLES OF WORK

- Reviews and enters payroll maintenance and timesheets to ensure all information is included; worked hours are added and accurately entered.
- Calculates timesheet hours to ensure pay earnings are accurate.
- Reviews all payroll reports and payroll register when delivered to ensure hours and pay are accurate.
- Receives and inputs payroll and related employee payroll journal entries.
- Receives all plans and transmits benefits contribution files according to established schedules.
- Receives and reviews all check requests, mileage reimbursements, travel forms and invoices to ensure appropriate signatures and account numbers; enters data accordingly.
- Receives and enters all cash receipts as submitted by various departments.
- Processes garnishments in accordance with prescribed judgments; cuts accounts payable checks and mails out accordingly.
- Researches inquiries and discrepancies, such as for paid/unpaid invoices for vendors or department personnel.
- Reconciles invoices processed to checks issued.
- Operates typewriter, calculator, personal computer, and other standard office equipment incident to maintaining records.
- Performs related tasks as required.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of accounting terminology, methods, procedures, and equipment; knowledge of standard office procedures, practices, and equipment; ability to understand and follow oral and written directions; ability to establish and follow work procedures; ability to post accounts and to perform mathematical computations with speed and accuracy; skill to use a variety of office machines and some typing ability; ability to establish and maintain effective working relationships with vendors, employees, and the general public.

MINIMUM EDUCATION AND EXPERIENCE

High School graduation, High School Equivalency Diploma, or G.E.D. Certificate; supplemented by one (1) year of experience in responsible clerical and bookkeeping work; automated systems experience preferred; or any equivalent combination of education, training, and experience.

WORK CONDITIONS

- This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects.
- Work requires reaching, fingering, feeling, and repetitive motions.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
- Visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities.
- The worker is not subject to adverse environmental conditions.

SPECIAL REQUIREMENTS

An employee in this classification is subject to random drug and alcohol testing pursuant to the City of Gaithersburg's Drug-Free Workplace Policy, Drug & Alcohol Testing Procedures.

This is a class specification and not an individualized job description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification. The list of essential functions/examples of work, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

The City of Gaithersburg is an Equal Opportunity Employer. In compliance with Equal Employment Opportunity guidelines and the Americans with Disabilities Act, the City of Gaithersburg provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.